COLCHESTER BOARD OF EDUCATION
Colchester, CT

BUDGET COMMITTEE

Thursday, December 2, 2021
BOE Budget Committee Meeting 9:00AM
Virtual Meeting via Zoom

MINUTES

COMMITTEE MEMBERS PRESENT: Jessica Morozowich, Donna Antonacci, Margo Gignac
ADMINISTRATION PRESENT: Superintendent Jeffrey Burt, CFO Maggie Cosgrove, Director of Pupil Services and Special Education Kathleen Perry, Director of Educational Operations Mario Hurtado,
OTHERS PRESENT: BOE Member Sue Hickey

1. CALL TO ORDER

1.1 Call to Order
Chair Morozowich called the meeting to order at 9:03AM

2. ADDITIONS/CHANGES TO THE AGENDA

8.2 Volunteer Fingerprints
8.3 Director of HR Change to Position

Motion by: M. Gignac
To add agenda items 8.2 and 8.3
Second by: J. Morozowich
Vote: Unanimous
Roll call: J. Morozowich, M. Gignac, D. Antonacci

3. PUBLIC COMMENT

3.1 Public Comment
None.

4. *APPROVAL OF MINUTES

4.1 *Approval of November 4, 2021 Minutes
Tabled

5. *PRIORITY DISCUSSION/ACTION ITEMS

5.1 Budget Committee Overview/Orientation
Superintendent Burt and CFO Cosgrove reviewed the purpose and functions of the Budget committee.

5.2 Capital Improvement Plan Review
Superintendent Burt and DEO Hurtado reviewed the plan that was shared with the BOE in June, 2021.

5.3 District-wide Phone System Discussion
Superintendent Burt and DEO Hurtado explained that the current phone systems in all schools are not modern, especially at CES and JJIS, and will need to be replaced soon. Mr. Hurtado will bring specific information and costs associated with this issue to the next meeting in January.

6. BUDGET REPORTS

6.1 Monthly Budget Reports
CFO Cosgrove presented the monthly budget report through November 2021.

6.2 Cafeteria Fund
CFO Cosgrove presented the monthly cafeteria budget report through October 2021

6.3 Health Insurance Reserve (None at this Time)
CFO Cosgrove presented the monthly cafeteria budget report through October 2021

6.4 Special Education Excess Cost Report
Director of PPS/SPED Perry reviewed the Excess cost report through October 2021. It was noted that costs for transportation have increased significantly year over year due to a change in the district's transportation contractor.

6.5 Use of Schools Fund
CFO Cosgrove presented the quarterly Use of Schools report through October 2021.

6.6 Capital Reserve
CFO Cosgrove presented the quarterly Capital Reserve report through October 2021.

6.7 Budget Transfers Under $5,000 (None at this Time)
Two transfers under the BA budget were presented in the amounts of $724 to pay for microphones and headsets and $1375 to purchase additional graphing calculators.

7. OLD BUSINESS

7.1 Update on Federal Grants - None at this time

8. *NEW BUSINESS

8.1 *Budget Transfer Over $5,000: Technology
The transfer request is to pay for an unbudgeted move of a computer lab at Bacon Academy. The business computer lab was moved out of the portable as part of a departmental location shift in the summer of 2021. The amount requested was for an outside vendor to install power and network connections.
Motion by: M. Gignac
To approve the request for a budget transfer in the amount of #$6,000 and move to the full BOE for approval.
Second by: J. Morozowich
Vote: Unanimous
Roll call: J. Morozowich, M. Gignac, D. Antonacci

8.2 *Volunteer Fingerprint Cost

Superintendent Burt discussed how fingerprinting costs for Tier two volunteers is over $80 and may discourage new volunteers. The superintendent proposed that the district reimburse volunteers up to $60 for fingerprinting to ensure we have a good pool of candidates. The committee agreed to bring this issue forward to the full Board for discussion.

8.3 *Director of HR Change to Position

Superintendent Burt requested that the Board change the funding allocation for the position of Director of HR from 70% to 80% as part of a reconfiguration of central office staffing. He indicated that this arrangement had been discussed with the First Selectman.

Motion by: J. Morozowich

To move the request to increase the budget allocation for the Director of HR to the full BOE for approval.

Second by: M. Gignac

Vote: Unanimous

Roll call: J. Morozowich, M. Gignac, D. Antonacci

9. PUBLIC COMMENT ON NEW ISSUES RAISED OR SUBJECTS DEVELOPED

9.1 Public Comment

None.

10. ADJOURN

The meeting adjourned at 11:19AM.